

## Slide 1 - Welcome

Table of Contents Info Current Slide of Info Slide Count



The seal of the United States District Court, Western District of Louisiana, is centered on the slide. It features an eagle with wings spread, holding an olive branch and arrows. The eagle's chest is covered by a shield with vertical stripes. Above the eagle's head is a constellation of stars. The seal is encircled by the text "UNITED STATES DISTRICT COURT" at the top and "WESTERN DISTRICT OF LOUISIANA" at the bottom.

# Filing Documents with Attachments

**Slide notes**

Welcome to the Western District of Louisiana's electronic learning modules designed to assist attorneys in understanding and following the procedures established by this Court in accordance with Federal Rules, Local Rules, and/or Standing Orders.

This Electronic Learning Module will discuss Filing Documents with Attachments.

Slide 2 - Navigation Instructions

The screenshot shows a slide interface with a dark blue header. The header contains a 'Table of Contents' button on the left, the title 'Filing Documents with Attachments' in the center, and a slide counter '\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$' on the right. A central white box contains the text 'Navigation Instructions'. Below this is a media player control bar with buttons for restart, play/pause, fast forward, and rewind. To the right of the play/pause button are buttons for audio (muted/unmuted) and closed captioning (CC/CC off). A 'Start' button is located at the bottom right. Several blue callout boxes with arrows point to these controls, providing instructions: 'This button opens the Table of Contents.' (pointing to the header button), 'This button shows module information.' (pointing to the info icon), 'This button restarts the ELM.' (pointing to the restart button), 'This button pauses or resumes the ELM.' (pointing to the play/pause button), 'You can fast forward or rewind the lesson with these buttons.' (pointing to the fast forward and rewind buttons), 'This button turns the audio off or on.' (pointing to the audio button), 'This button displays the Table of Contents.' (pointing to the CC button), and 'This button displays the Closed Captioning.' (pointing to the CC button). A red callout box says 'Click Start.' pointing to the 'Start' button.

Slide notes

These Navigating Instructions are a reminder for navigating the Electronic Learning Modules. You may view the ELM titled Electronic Learning Modules for more detailed instructions. CLICK Start to begin.

## Slide 3 - Objectives

Table of Contents

Info

## Objectives

- Main Document vs Attachment
- Requirements for documents submitted electronically
- Identifying Attachments using Category vs Description



Click Continue.

Continue

## Slide notes

At the completion of this module, you should have a better understanding of documents that would be a main document and documents that would be an attachment to a main document, know the requirements for documents submitted electronically, and be able to properly identify documents attached to the main document using the category menu and/or the description free-text window.

You may skip to any one of these topics by using the table of contents function if you desire. CLICK Continue.

Slide 4 - Section Slide

Table of Contents

InfoCurrentSlide of InfoSlideCount



Main Document v. Attachment

The slide features a blue header bar with a 'Table of Contents' button on the left and a small information icon on the right. The main content area is white and contains the official seal of the United States District Court for the Western District of Louisiana on the left. The seal depicts an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The text 'UNITED STATES DISTRICT COURT' is at the top and 'WESTERN DISTRICT OF LOUISIANA' is at the bottom of the circular seal. To the right of the seal is a red-outlined rounded rectangle containing the text 'Main Document v. Attachment'. A solid blue bar is at the bottom of the slide content area.

Slide notes

Slide 5 - Slide 5

Table of Contents \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$ ⓘ

Date document filed (mandatory)

---

Select the PDF document and any attachments.

**Main Document** ← **Contains introduction content outside any specialized parts**  
 No file selected.

**To properly identify your attachment, select from the *Category* drop-down box. Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.**

**Attachments** ← **Specialized document parts that support the main document** ption  
1.  No file selected.

 **Click Continue.**

Slide notes

With very few exceptions, every attorney filing made in CM/ECF will at minimum have a Main Document. A main document contains introduction content outside any specialized document parts. Specialized document parts that support the main document or are required per Court Rules or practices would be the attachments to the main document. CLICK Continue.

Slide 6 - Reminders

Table of Contents

\$\$\$cpInfoCurrentSlide\$\$\$ of \$\$\$cpInfoSlideCount\$\$\$

A *Proposed Order* should be submitted with Ex Parte motions and is following specific motions pursuant to LR 7.4 and LR 37.1:

- add additional parties;
- amend pleadings;
- appoint next friend/guardian;
- consolidate;
- continue;
- dismiss;
- extend;
- file s
- interv
- substi
- withdraw counsel;
- all discovery motions

Pursuant to LR56.1, a motion for summary judgment requires a separate, short and concise statement of the uncontested material facts in this case.

The statement of uncontested material facts may be submitted as an **attachment** to this filing.

**This motion should be submitted with the associated proposed pleading as an attachment to the motion.**

All motions require a proposed order and/or a memorandum in support (see LR7.4, support should be

Pursuant to LR56.1, a response to a motion for summary judgment requires a separate, short and concise statement of the uncontested material facts in this case.

The statement of uncontested material facts should be submitted as an **attachment** to this filing.

separate attachments to this

To verify courtesy copy requirements, please refer to **Complaint.**

Click Continue.

[LAWD Deficiency Checklist](#)

Continue

Slide notes

The Western District of Louisiana has incorporated reminder boxes in the CM/ECF filing system that are relative to Federal and Local Rules and Standing Orders. These are examples of reminder boxes you may see while filing electronically and are associated with specific events when filing.

The text of these reminder boxes may change as deemed necessary when rules or practices are updated. It is important that these reminders be taken into consideration to avoid the possibility of the filing being deficient or in error. CLICK Continue, or to see a Complete Deficiency Checklist, CLICK the hyper-link at the bottom of the screen.

Slide 7 - Slide 7

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour...

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
[6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp](#)  
 Select the PDF document and any attachments.

**Main Document**

To properly identify your attachment, select from the *Category* drop-down box.  
 Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

Click the expand arrow button

Slide notes

When documents are attached to your filing, you are required to identify each attachment. Although there are times when a description to further identify documents is warranted, attachments can most often be concisely and accurately identified using the Category pick list options only. Use the description free-text window only when necessary.

CLICK the expand arrow to the right of the Category window to display the pick list options.

Slide 8 - Slide 8

The screenshot shows a web browser window with the URL <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?820865114630352>. The page title is "Motions" and the case name is "6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp". The interface includes a "Table of Contents" button, a search bar, and a navigation menu with options like "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out".

The main content area is titled "Select the PDF document and any attachments." and contains a "Main Document" section with a "Browse..." button. Below this is a "Attachments" section with a numbered list (1.) and another "Browse..." button. A "Description" field is also present.

A dropdown menu is open, listing various document types. The "Notice of manual attachment" option is highlighted in blue. The list includes: Affidavit, Affidavit of understanding, Agreement to abandon property, Appendix, Attachments to scheduling order, Certificate of good standing, Certificate re efforts to resolve-LR 37.1, Civil cover sheet, Elements of offense, Envelope, Exhibit, Factual basis for guilty plea, Grand Jury Certificate of Receipts, Grand Jury Concurrence Sheets, Instructions to garnishee, Letters of reference, Memorandum / Brief, Notice of garnishment, Notice of manual attachment, Notice to defendant debtor, Proposed clerks notice, Proposed Exhibit, Proposed Order, Proposed Pleading, Proposed Summons, Standing scheduling order (LC), Statement of material facts, State court citation, and State court notice of filing.

Red text annotations are present: "To properly identify your attachment, select the document type from the dropdown box." and "Further identify exhibits by entering an account number in the Description box." followed by "A-Deposition of John Smith.".

Slide notes

The Category pick list options to identify the attachment are concise, accurate and acceptable identification options.

Slide 9 - Slide 9

The screenshot shows a web browser window with the URL <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?820865114630352>. The page title is "Motions" and the case name is "6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp". The interface includes a "Table of Contents" button, a search bar, and a navigation menu with options like "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out".

The main content area is titled "Select the PDF document and any attachments." and contains a "Main Document" section with a "Browse..." button. Below this is a list of attachments, with "1." followed by another "Browse..." button. A dropdown menu is open, listing various document types such as "Certificate re efforts to resolve-LR 37.1", "Civil cover sheet", "Elements of offense", "Envelope", "Exhibit", "Factual basis for guilty plea", "Grand Jury Certificate of Receipts", "Grand Jury Concurrence Sheets", "Instructions to garnishee", "Letters of reference", "Memorandum / Brief", "Notice of garnishment", "Notice of manual attachment" (which is highlighted), "Notice to defendant debtor", "Proposed clerks notice", "Proposed Exhibit", "Proposed Order", "Proposed Pleading", "Proposed Summons", "Standing scheduling order (LC)", "Statement of material facts", "State court citation", "State court notice of filing", "State court petition", "State court return of service", "Text of proposed order", "Naturalization Order", "Petitions for Name Change", "Order Granting Name Change", and "Naturalization Agenda".

Red text annotations are present: "To properly identify your attachment, select the document type from the dropdown box." and "Further identify exhibits by entering an account number in the Description box." followed by "A-Deposition of John Smith." in the description field. A red callout box says "Click Continue." and a blue button labeled "Continue" is visible at the bottom right.

Slide notes

In many cases no description is needed to further identify the attachment. Description free-text window should be used only to further identify documents and should be brief. CLICK Continue.

Slide 10 - Slide 10

Table of Contents Info Current Slide of Info Slide Count



Document Requirements

Slide notes

Slide 11 - Requirements

Table of Contents Info Current Slide of 1 of 1 Info Slide Count

## Document Requirements...

- ➔ a separate document
- ➔ in Portable Document Format (.pdf)
- ➔ no larger than 25 MB

Click Continue.

[Continue](#)



Slide notes

The requirements for documents submitted electronically, whether it is the main document or an attachment to the main document, are simple. Each part of the filing must be saved as a separate document, must be in portable document format, and cannot be larger than 25 MB. CLICK Continue.

Slide 12 - Slide 12

Table of Contents Info Current Slide of Info Slide Count



Identifying Attachments

Slide notes

Slide 13 - Slide 13

Table of Contents
Info Current Slide of Info Slide Count
i

Date document filed (mandatory)

---

Select the PDF document and any attachments.

**Main Document**  
 No file selected.

**Attachments**  
 1.  No file selected.

A *Proposed Order* should be submitted with Ex Parte motions and is required for the following specific motions pursuant to LR 7.4 and LR 37.1:

- add additional parties;
- amend pleadings;
- appoint next friend/guardian;
- consolidate;
- continue;
- dismiss (joint);
- extension of time;
- file supplemental pleadings;
- intervene;
- substitution of parties or counsel;
- withdraw counsel;
- all discovery motions.

All other motions require *Memoranda in Support*. Pursuant to LR 7.8:

- A brief in excess of 10 pages requires a table of contents and table of cases.
- A brief in excess of 25 pages requires Leave of court prior to filing.

Any Proposed Order or Memorandum in Support should be submitted as a **separate attachment(s)** to this motion.

To verify courtesy copy requirements, please refer to [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov), then click Chambers. After selecting the specific judge, click on the courtesy copies tab.



Pursuant to LR56.1, a motion for summary judgment requires a separate, short and concise statement of the uncontested material facts in this case.

The statement of uncontested material facts may be submitted as an **attachment** to this filing.

Click Continue.

> Continue

Slide notes

To mimic the actual CM/ECF software and better teach the way of identifying attached documents, we will file a motion for summary judgment with multiple attachments beginning at the screen you see here. If we were starting from the selection of the motion event, we would have already seen these reminder boxes.

With this information, we know we will have the motion as the main document, a memorandum in support attached, and a statement of uncontested material facts attached at a minimum. We will also attach exhibits during our demonstration. Follow the instructions as given on each screen to proceed. CLICK Continue.

Slide 14 - Slide 14

Table of Contents

Info

https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?496982951775606

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour...

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

Browse...

To properly identify your attachment, select from the *Category* drop-down box. Further identify exhibits by entering an exhibit number and description, i.e., A-Deposition of John Smith.

Click the Browse... button

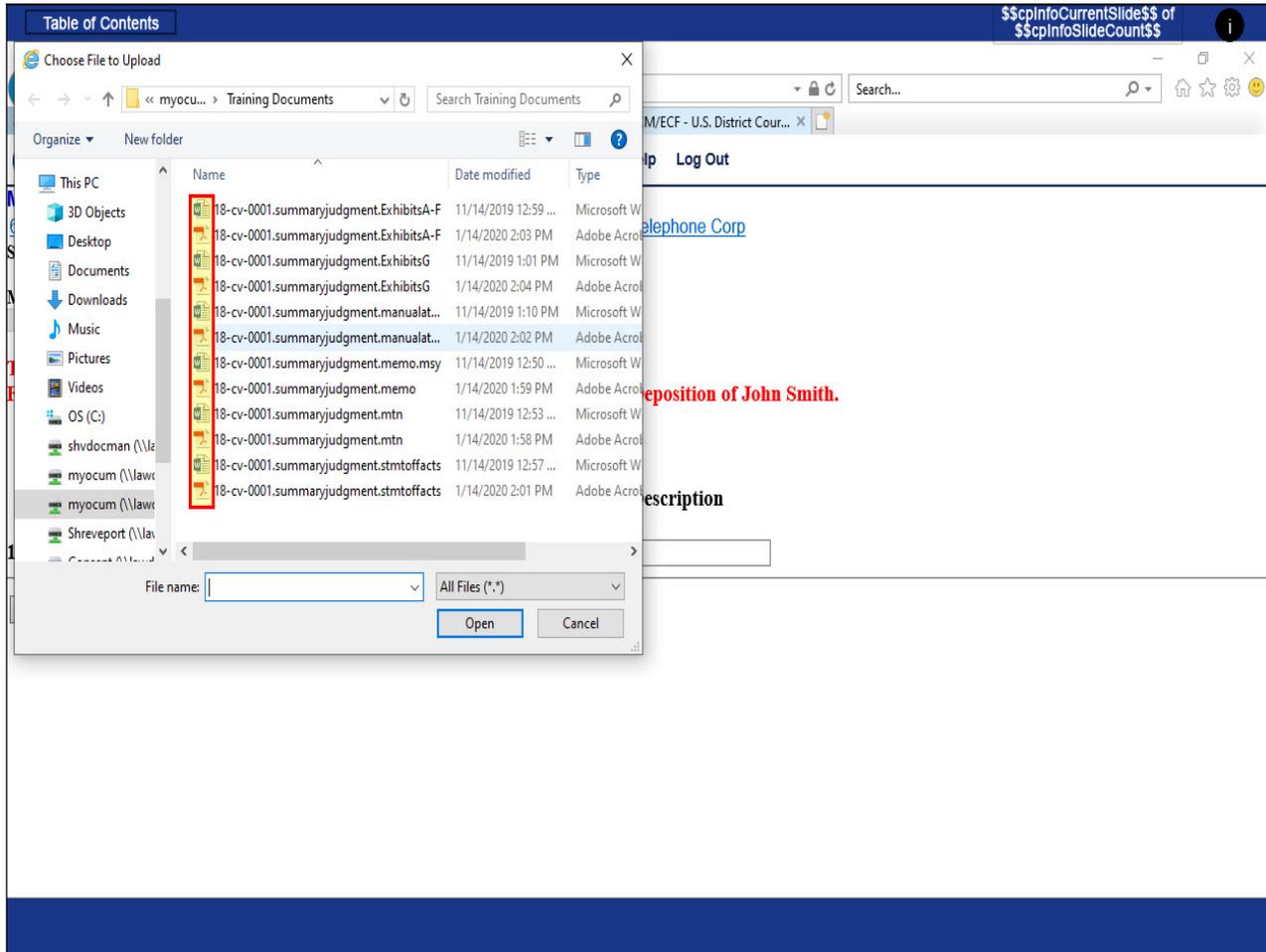
Attachments	Category	Description
1. Browse...		

Next Clear

Slide notes

The main document will be a Motion for Summary Judgment. CLICK the browse button to the right of the Main Document window.

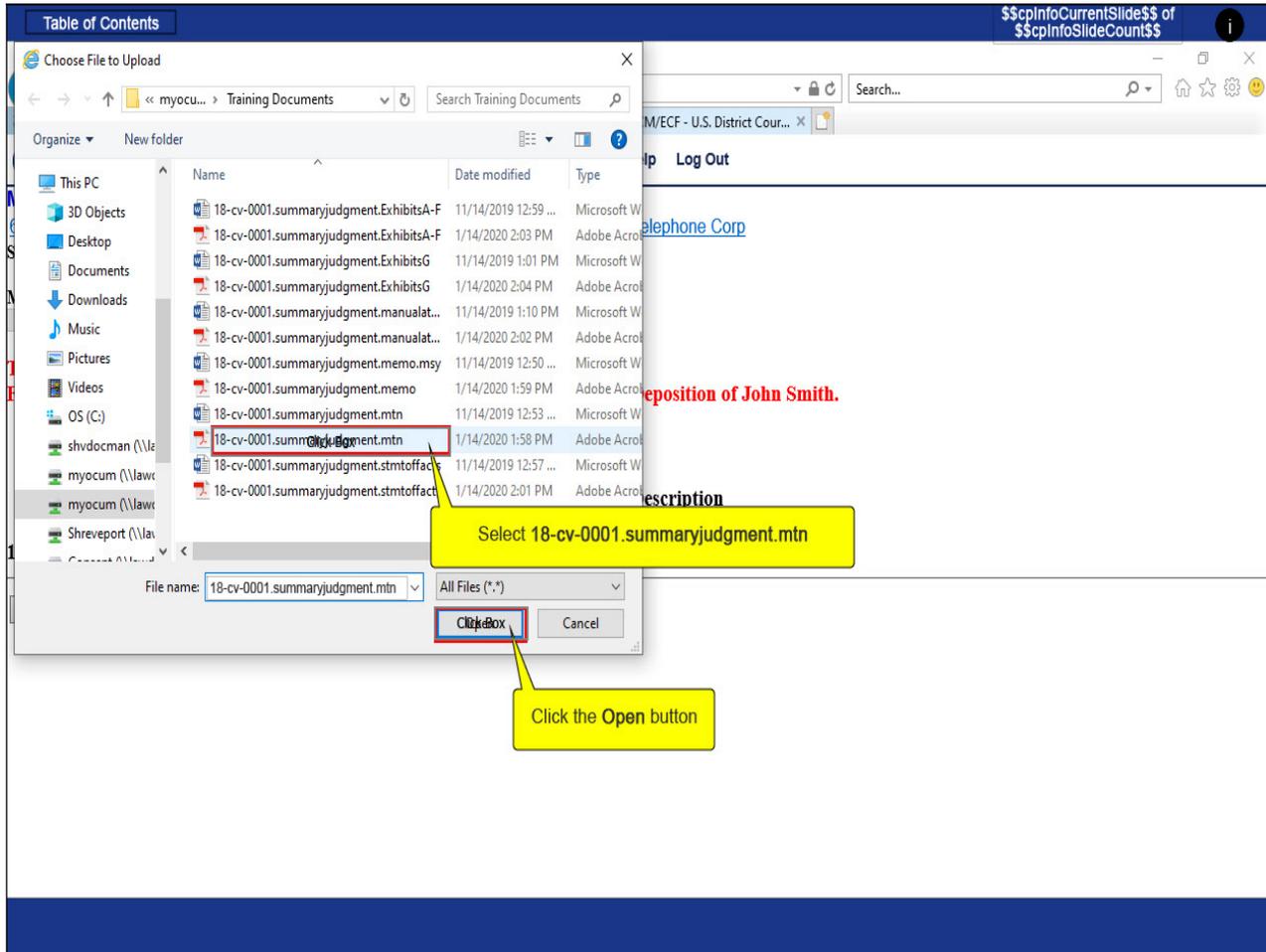
Slide 15 - Slide 15



Slide notes

A browsing window opens to allow you to search your PC or network for the drive where your documents are saved. The format of the documents can be identified by the icon to the left of the file name. Documents can be viewed from the browsing window by right clicking on the file name and selecting open. This should be done to avoid the possibility of attaching the incorrect pdf image to your filing.

Slide 16 - Slide 16



Slide notes

Once you have verified the pdf image associated with the file name is correct, SELECT the summary judgment motion, and then CLICK the Open button.

Slide 17 - Slide 17

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court.W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify *exhibits* by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. <input type="text" value="Browse..."/>	<input type="text"/>	<input type="text"/>

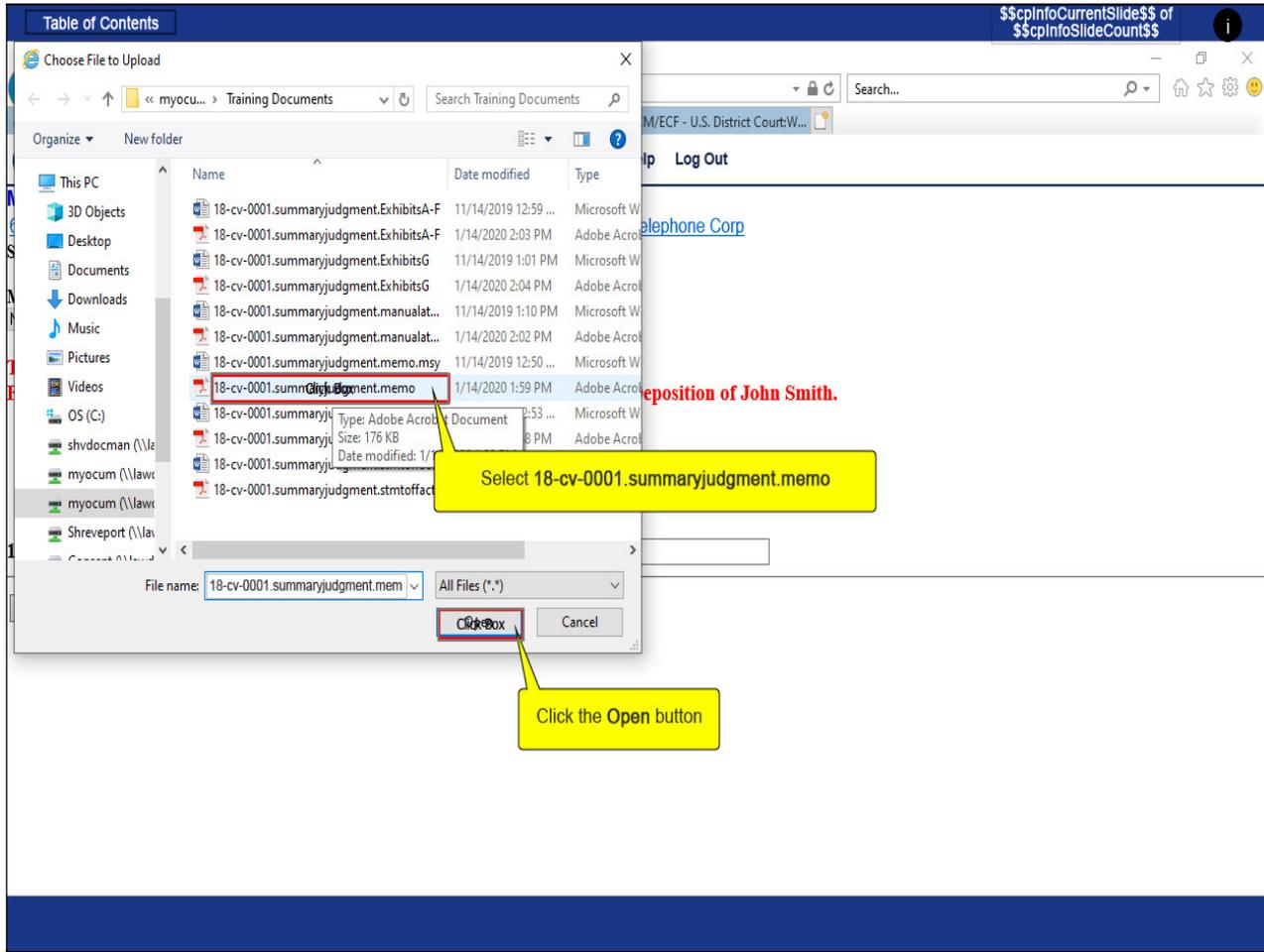
Next Clear

Click the Browse... button

Slide notes

The Main Document window is now populated with the file name you selected. You will perform the same process for viewing and selecting the attachment files to be uploaded. CLICK the browse button to the right of the first Attachment window.

Slide 18 - Slide 18



Slide notes

The first attachment is the Memorandum in Support of the Motion for Summary Judgment. SELECT the summary judgment memo, and then CLICK the Open button.

Slide 19 - Slide 19

The screenshot shows a web browser window with the URL <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?7756448325322>. The page title is "Motions" and the case name is "6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp".

The "Attachments" section contains the following table:

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum   Browse...	<input type="text"/>	<input type="text"/> Remove
2. <input type="text"/>   Browse...	<input type="text"/>	<input type="text"/>

Below the table are "Next" and "Clear" buttons. A yellow callout box points to a small expand arrow icon in the 'Category' column of the first attachment row, with the text "Click the expand arrow button".

Slide notes

The Attachment window is populated with the file name. Before adding more attachments, the filer must select a category or describe the attachment. CLICK the expand arrow button to display the Category pick list.

Slide 20 - Slide 20

Table of Contents Info Current Slide of 1 of 10 Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... x

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
[6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp](#)  
 Select the PDF document and any attachments.

**Main Document**  
 N:\Training Documents\18-cv-0001.sum | Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
 Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum   Browse...	Agreement to abandon property	<input type="text"/> <input type="button" value="Remove"/>
2.   Browse...	Appendix	
	Attachments to scheduling order	
	Certificate of good standing	
	Certificate re efforts to resolve-LR 37.1	
	Civil cover sheet	
	Elements of offense	
	Envelope	
	Exhibit	
	Factual basis for guilty plea	
	Grand Jury Certificate of Receipts	
	Grand Jury Concurrence Sheets	
	Instructions to garnishee	
	Letters of reference	
	Memorandum / Brief	
	Notice of garnishment	
	Notice of manual attachment	
	Notice to defendant debtor	
	Proposed clerks notice	

Next Clear

Slide notes

Slide 21 - Slide 21

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... X

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
[6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp](#)  
 Select the PDF document and any attachments.

**Main Document**  
 N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
 Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Certificate of good standing Certificate re efforts to resolve-LR 37.1 Civil cover sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> Browse...	Elements of offense Envelope Exhibit Factual basis for guilty plea Grand Jury Certificate of Receipts Grand Jury Concurrence Sheets Instructions to garnishee Letters of reference <b>Memorandum / Brief</b> Notice of garnishment Notice of manual attachment Notice to defendant debtor Proposed clerks notice Proposed Exhibit Proposed Order Proposed Pleading	<input type="text"/>

Next Clear

Select Memorandum / Brief

Slide notes

Since the attachment can be adequately identified by one of the Category pick list selections, there is no need to type a description in the Description free-text window. SELECT Memorandum / Brief.

Slide 22 - Slide 22

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... x

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. Browse...		

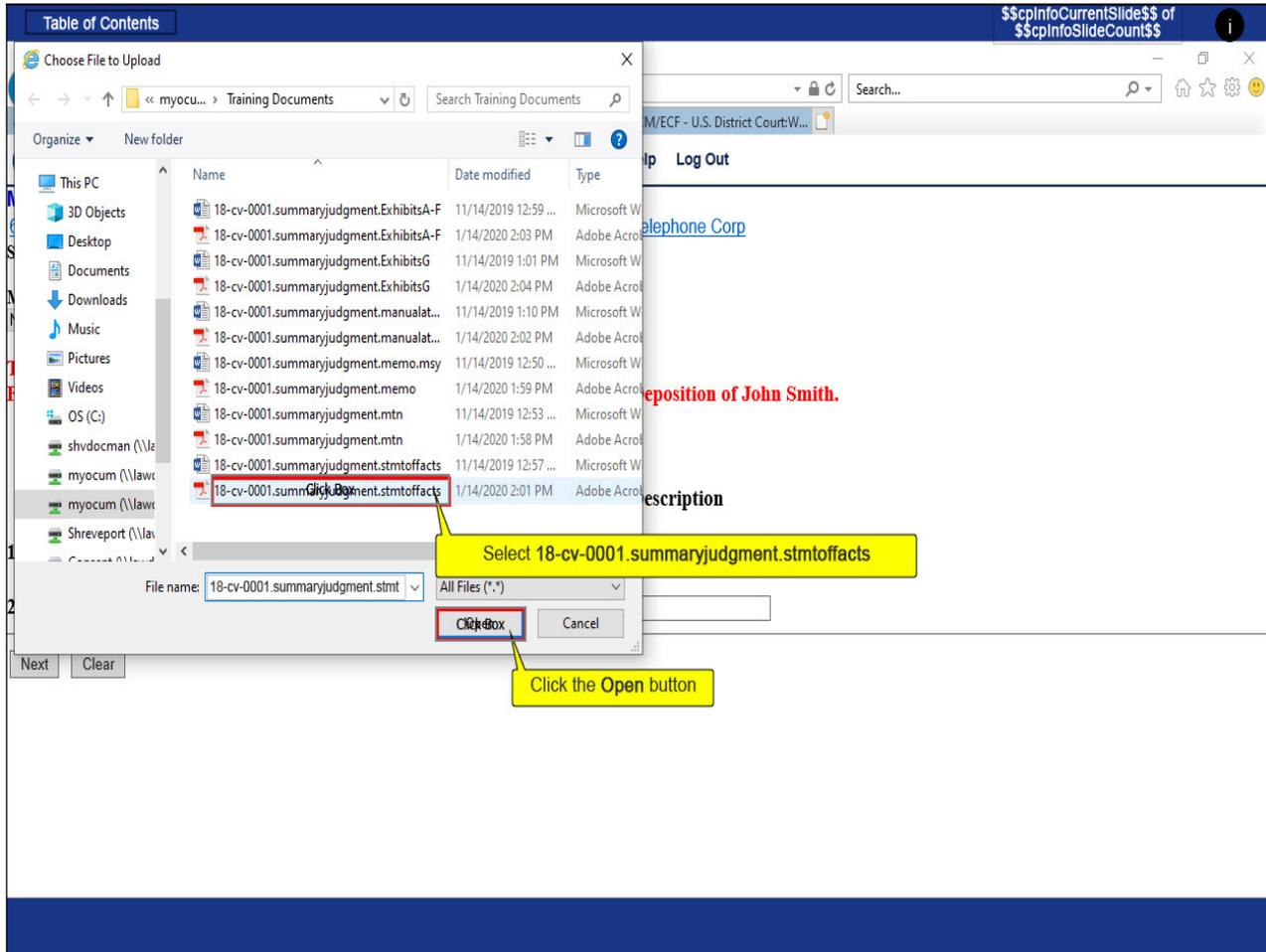
Next Clear

Click the Browse... button

Slide notes

The second attachment will be the Statement of Undisputed Material Facts. CLICK the browse button to the right of the second Attachment window.

Slide 23 - Slide 23



Slide notes

SELECT the summary judgment statement of facts, and then CLICK the Open button.

Slide 24 - Slide 24

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court.W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...		
3. Browse...		

Next Clear

Click the expand arrow button

Slide notes

CLICK the expand arrow button to display the Category pick list.

Slide 25 - Slide 25

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommu... & Telephone Corp

Select the PDF document and any attachments.

Main Document  
N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select a category from the Category pick list. Further identify exhibits by entering an account number.

Attachments

1. N:\Training Documents\18-cv-0001.sum Browse...
2. N:\Training Documents\18-cv-0001.sum Browse...
3. Browse...

Next Clear

Statement of material facts

Select Statement of material facts

Description

Remove

Remove

Slide notes

Again, a category from the Category pick list adequately identifies the attachment, so there is no need to type a description. SELECT Statement of material facts.

Slide 26 - Slide 26

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... x

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box. Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. Browse...		

Next Clear

Click Continue.

Continue

Slide notes

Before attaching exhibits, let's discuss how exhibits should be filed. CLICK Continue

Slide 27 - Exhibit Attachment Information

Table of Contents
Info Current Slide of Info Slide Count
i

# EXHIBIT

**SIZE OF EXHIBITS IN TOTAL**

A copy of the Notice of Manual Attachment should be submitted with the Exhibit to the Clerk's Office as soon as possible. The electronic filing is not complete until the manual attachment is received by the Clerk's Office.

Cannot be converted to pdf Must prepare a Notice of Manual Attachment

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA  
DIVISION

PLAINTIFF CASE NO.  
VERSUS JUDGE  
DEFENDANT MAGISTRATE JUDGE

NOTICE OF MANUAL ATTACHMENT

ATTACHMENTS TO: Motion for Summary Judgment  
DESCRIPTION: Exhibit H - Video Disc  
FILED BY: (Filing Party Name)  
FILE DATE: January 14, 2020

\*\*\*\*\*NOTICE\*\*\*\*\*

The attached document is an original manual attachment provided by counsel. Please return to the Clerk's Office!

This attachment could not be converted to electronic format. The original will be maintained in the division of the presiding judge to avoid any delay of appeal delays.



Place cursor here to see example of Notice of Manual Attachment

See reminder regarding Notice of Manual Attachment here

Click Continue.

Continue

Slide notes

Depending on the number of pages and the size of the exhibits in total, exhibits can be attached as individual exhibits, as one single document, in groups, or, when appropriate, using a Notice of Manual Attachment.

If Exhibits in total < 25 MB - can be filed as one pdf document identified using Category "Exhibit"

If Exhibits in total > 25 MB - must be filed individually or in groups and identified using Category "Exhibit" and further identified using the Description free text window.

If you have an exhibit that cannot be converted to pdf format, a notice of manual attachment is to be prepared and filed using Category "Notice of manual attachment" and further identified using the Description free-text window. CLICK Continue to proceed.

Slide 28 - Slide 28

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... X

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. Browse...		

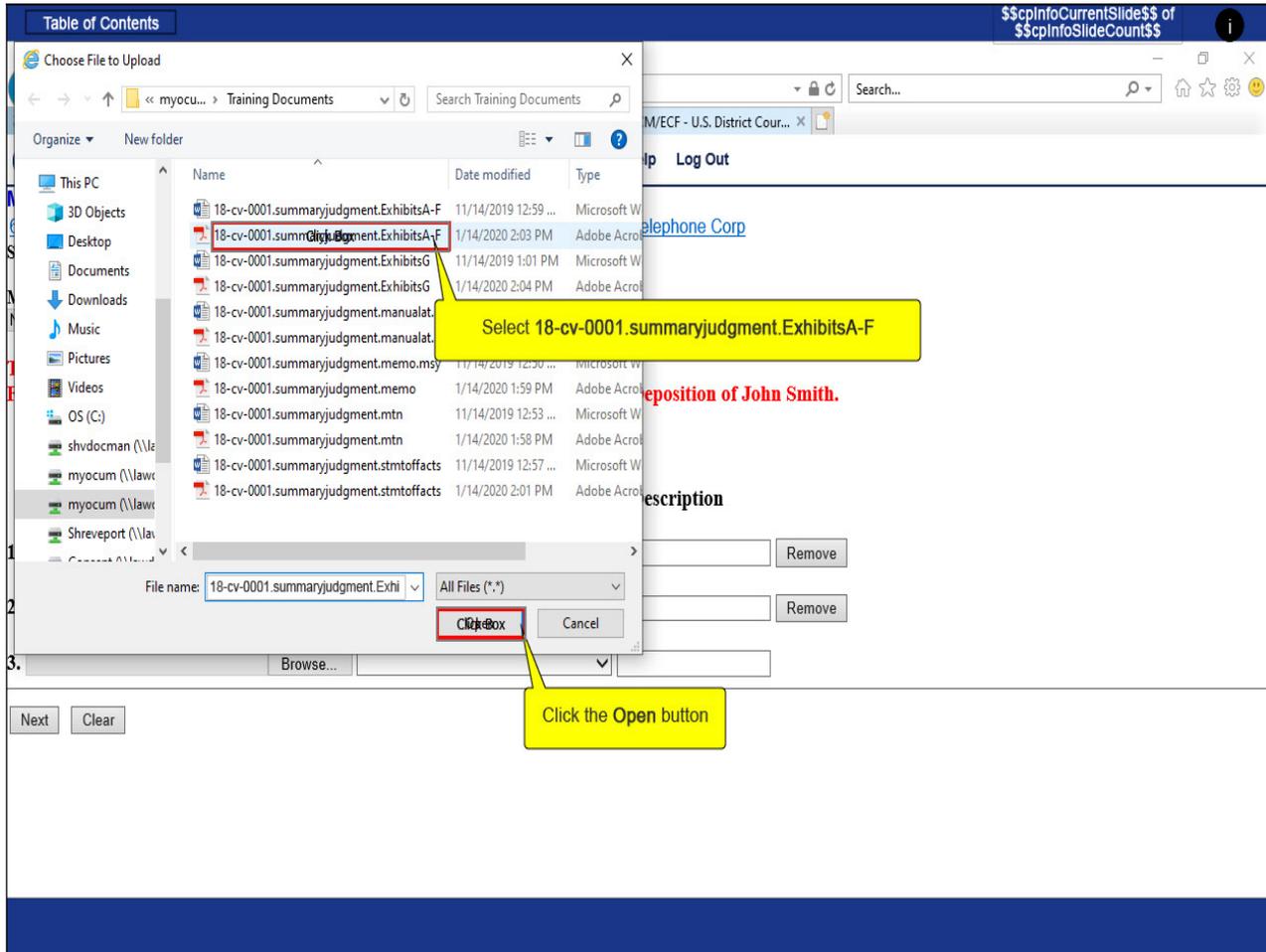
Next Clear

Click the Browse... button

Slide notes

Now to attach exhibits to our filing, CLICK the browse button to the right of the third Attachment window.

Slide 29 - Slide 29



Slide notes

SELECT the summary judgment Exhibits A-F, and then CLICK the Open button.

Slide 30 - Slide 30

The screenshot shows a web browser window with the following elements:

- Address bar: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?77756448325322>
- Page Title: Table of Contents
- Page Info: \$\$\$cpInfoCurrentSlide\$\$\$ of \$\$\$cpInfoSlideCount\$\$\$
- Navigation: Operations, Human Resources, CM/ECF - U.S. District Cour..., CM/ECF - U.S. District Court:W...
- Menu: CM ECF, Civil, Criminal, Query, Reports, Utilities, Search, Help, Log Out
- Section: Motions
- Case: 6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp
- Text: Select the PDF document and any attachments.
- Section: Main Document
- Text: N:\Training Documents\18-cv-0001.sum | Browse...
- Text: To properly identify your attachment, select from the *Category* drop-down box. Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.
- Table with columns: Attachments, Category, Description
- Table Row 1: N:\Training Documents\18-cv-0001.sum | Browse... | Memorandum / Brief | [ ] | Remove
- Table Row 2: N:\Training Documents\18-cv-0001.sum | Browse... | Statement of material facts | [ ] | Remove
- Table Row 3: N:\Training Documents\18-cv-0001.sum | Browse... | [ ] | [x] | Remove
- Table Row 4: [ ] | Browse... | [ ] | [v] | [ ]
- Buttons: Next, Clear
- Callout: Click the expand arrow button

Slide notes

CLICK the expand arrow button to display the Category pick list.

Slide 31 - Slide 31

Table of Contents Info Current Slide of 1 of 10

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

**CM/ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

**Main Document**  
N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	<input type="text"/> Remove
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	<input type="text"/> Remove
3. N:\Training Documents\18-cv-0001.sum Browse...	<div style="border: 1px solid black; padding: 2px;">Affidavit Affidavit of understanding Agreement to abandon property Appendix Attachments to scheduling order Certificate of good standing Certificate re efforts to resolve-L Civil cover sheet Elements of offense Envelope <b>Exhibit</b> Click Box Factual basis for guilty plea</div>	<input type="text"/> Remove
4. <input type="text"/> Browse...		<input type="text"/>

Next Clear

**Select Exhibit**

Slide notes

SELECT Exhibit from the Category pick list.

Slide 32 - Slide 32

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

**Main Document**  
N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Submit

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	Click Box
4. Browse...		

Next Clear

Slide notes

CLICK inside the Description free-text window and further identify the exhibits by TYPE(ing) A - F.

Slide 33 - Slide 33

Table of Contents

Info Current Slide of Info Slide Count

https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?7756448325322

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court.W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. Browse...		

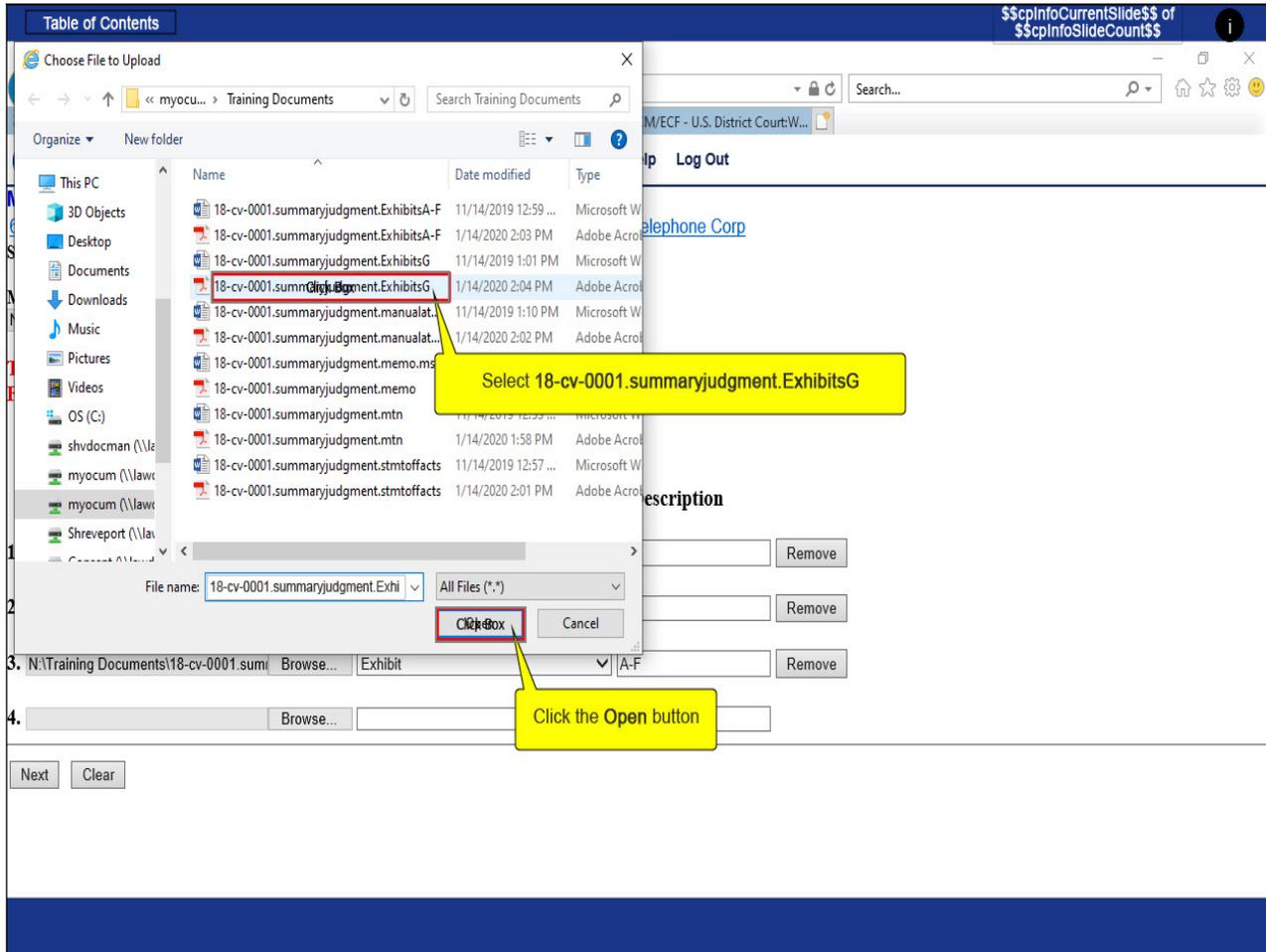
Next Clear

Click the Browse... button

Slide notes

CLICK the browse button to the right of the fourth Attachment window.

Slide 34 - Slide 34



Slide notes

SELECT the summary judgment Exhibit G, and then CLICK the Open button.

Slide 35 - Slide 35

Table of Contents

Info

https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?77756448325322

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...		
5. Browse...		

Next Clear

Click the expand arrow button

Slide notes

CLICK the expand arrow button to display the Category pick list.

Slide 36 - Slide 36

Table of Contents

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...	Affidavit	
5. Browse...	Affidavit of understanding	
	Agreement to abandon property	
	Appendix	
	Attachments to scheduling order	
	Certificate of good standing	
	Certificate re efforts to resolve-LR 3	
	Civil cover sheet	
	Elements of offense	
	Envelope	
	Exhibit	

Next Clear

Select Exhibit

Slide notes

SELECT Exhibit from the Category pick list.

Slide 37 - Slide 37

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

**Main Document**  
N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	Click Box
5. Browse...		

Next Clear

Slide notes

CLICK inside the Description free-text window and further identify the exhibit by TYPE(ing) G.

Slide 38 - Slide 38

The screenshot shows the CM/ECF filing system interface for the United States District Court, Western District of Louisiana. The page includes a 'Table of Contents' at the top left and a 'Main Document' section with a list of attachments. A 'Notice' is displayed, stating that the attached document is an original manual attachment provided by counsel and that the original will be maintained in the division of the presiding judge until the expiration of appeal delays. A yellow callout points to the 'Browse...' button next to the fifth attachment, with the text 'Click the Browse... button'. Two blue callouts provide instructions: 'Place cursor here to see example of Notice of Manual Attachment' and 'See reminder regarding Notice of Manual Attachment here'. A red callout box contains the text: 'A copy of the Notice of Manual Attachment should be submitted with the Exhibit to the Clerk's Office as soon as possible. The electronic filing is not complete until the manual attachment is received by the Clerk's Office.' The interface also shows a 'Filed by' field, a 'File Date' of January 14, 2020, and a 'Next' button.

Slide notes

Our last exhibit is a video and cannot be uploaded as an Exhibit into CM/ECF. This is when a Notice of manual attachment should be prepared and filed into the record. CLICK the browse button to the right of the fifth Attachment window.

Slide 39 - Slide 39

The screenshot displays a 'Choose File to Upload' dialog box in the foreground. The dialog box shows a list of files in the 'Training Documents' folder. A yellow callout box points to the file '18-cv-0001.summaryjudgment.manualatt...' with the text 'Select 18-cv-0001.summaryjudgment.manualattachment'. Another yellow callout box points to the 'Open' button in the dialog box with the text 'Click the Open button'. The background shows a slide editor with a table of contents and a list of exhibits.

Name	Date modified	Type
18-cv-0001.summaryjudgment.ExhibitsA-F	11/14/2019 12:59 ...	Microsoft W
18-cv-0001.summaryjudgment.ExhibitsA-F	1/14/2020 2:03 PM	Adobe Acro
18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft W
18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acro
18-cv-0001.summaryjudgment.manualat...	11/14/2019 1:10 PM	Microsoft W
18-cv-0001.summaryjudgment.manualatt...	1/14/2020 2:02 PM	Adobe Acro
18-cv-0001.summaryjudgment.memo.ms	11/14/2019 12:50 ...	Microsoft W
18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM	Adobe Acro
18-cv-0001.summaryjudgment.mtn		
18-cv-0001.summaryjudgment.mtn		
18-cv-0001.summaryjudgment.stmtofacts	1/14/2020 2:01 PM	Adobe Acro
18-cv-0001.summaryjudgment.stmtofacts	1/14/2020 2:01 PM	Adobe Acro

File name: 18-cv-0001.summaryjudgment.man All Files (\*.\*)

Open Cancel

3. N:\Training Documents\18-cv-0001.sumi Browse... Exhibit A-F Remove

4. N:\Training Documents\18-cv-0001.sumi Browse... Exhibit Remove

5. Browse... Remove

Next Clear

Slide notes

SELECT the summary judgment manual attachment, and then CLICK the Open button.

Slide 40 - Slide 40

Table of Contents

Info Current Slide of 1 of 10 Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

**Main Document**  
N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	G
5. N:\Training Documents\18-cv-0001.sum Browse...	<input checked="" type="checkbox"/>	
6. Browse...		

Next Clear

Click the expand arrow button

Slide notes

CLICK the expand arrow button to display the Category pick list.

Slide 41 - Slide 41

Table of Contents

Info Current Slide of 1 of 1 Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... CM/ECF - U.S. District Court:W...

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify *exhibits* by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Appendix Attachments to scheduling order Certificate of good standing Certificate re efforts to resolve-LR 37.1 Civil cover sheet Elements of offense Envelope Exhibit Factual basis for guilty plea Grand Jury Certificate of Receipts Grand Jury Concurrence Sheets Instructions to garnishee Letters of reference Memorandum / Brief Notice of garnishment Notice of manual attachment
2. N:\Training Documents\18-cv-0001.sum Browse...	
3. N:\Training Documents\18-cv-0001.sum Browse...	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...	G
5. N:\Training Documents\18-cv-0001.sum Browse...	
6. Browse...	

Next Clear

Select Notice of manual attachment

Slide notes

SELECT Notice of manual attachment from the Category pick list.

Slide 42 - Slide 42

Table of Contents

Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Court:W... CM/ECF - U.S. District Cour... x

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

Main Document

N:\Training Documents\18-cv-0001.sum Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\18-cv-0001.sum Browse...	Memorandum / Brief	
2. N:\Training Documents\18-cv-0001.sum Browse...	Statement of material facts	
3. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	A-F
4. N:\Training Documents\18-cv-0001.sum Browse...	Exhibit	G
5. N:\Training Documents\18-cv-0001.sum Browse...	Notice of manual attachment	Click Box
6. Browse...		

Next Clear

Slide notes

CLICK inside the Description free-text window and further identify the exhibit by TYPE(ing) Exhibit H.

Slide 43 - Slide 43

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... x

**CM/ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp

Select the PDF document and any attachments.

**Main Document**  
N:\Training Documents\Summary Judgm Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify exhibits by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. N:\Training Documents\Summary Judgm Browse...	Memorandum / Brief	
2. N:\Training Documents\Summary Judgm Browse...	Statement of material facts	
3. N:\Training Documents\Summary Judgm Browse...	Exhibit	A-F
4. N:\Training Documents\Summary Judgm Browse...	Exhibit	G
5. N:\Training Documents\Summary Judgm Browse...	Notice of manual attachment	Exhibit H
6. Browse...		

Click the Next button

Next Clear

Slide notes

Now that we have attached all the supporting documents, we can CLICK the Next button.

Slide 44 - Slide 44

Table of Contents \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$

Operations Human Resources CM/ECF - U.S. District Cour... x

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**

[6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp](#)

Docket Text: Final Text

**MOTION for Summary Judgment by Bellsouth Telecommunications L L C. (Attachments: # (1) Memorandum / Brief, # (2) Statement of material facts, # (3) Exhibit A-F, # (4) Exhibit G, # (5) Notice of manual attachment Exhibit H) (aty, Yocumaty, M)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

Have you redacted?

**Source Document Path (for confirmation only):**

- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.mtn.pdf pages: 1
- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.memo.pdf pages: 1
- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.stmtofacts.pdf pages: 1
- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.ExhibitsA-F.pdf pages: 1
- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.ExhibitsG.pdf pages: 1
- N:\Training Documents\Summary Judgment\18-cv-0001.summaryjudgment.manualattachment.pdf pages: 1

Click Next Clear

Click the Next button

Slide notes

Before committing the transaction, you have one more opportunity to confirm all documents have been attached by reviewing the Source Document Paths and the number of pages for each document on the Final Docket Text screen. Notice how the Attachments have been briefly and concisely named. After confirmation, CLICK the Next button to commit the transaction.

Slide 45 - Slide 45

Table of Contents Info Current Slide of Info Slide Count

Operations Human Resources CM/ECF - U.S. District Cour... x

**CM/ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**

[6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp](#)

U.S. District Court  
Western District of Louisiana - TEST

**Notice of Electronic Filing**

The following transaction was entered by Yocumaty, M on 1/27/2020 at 10:13 AM CST and filed on 1/27/2020

**Case Name:** Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp  
**Case Number:** [6:18-cv-00001-RFD-CBW](#)  
**Filer:** Bellsouth Telecommunications L L C  
**Document Number:** [47](#)

**Docket Text:**  
**MOTION for Summary Judgment by Bellsouth Telecommunications L L C. (Attachments: # (1) Memorandum / Brief, # (2) Statement of material facts, # (3) Exhibit A-F, # (4) Exhibit G, # (5) Notice of manual attachment Exhibit H)(aty,Yocumaty, M)**

6:18-cv-00001-RFD-CBW Notice has been electronically mailed to:

Bailey Smith bsmith\_barrassousdin.com@example.com, gcollins\_barrassousdin.com@example.com  
C Whiddenaty whiddenaty.lawd.test@gmail.com  
M Yocumaty melinda\_yocum@lawd.uscourts.gov, msy0821@yahoo.com  
Michael J Vergis mjvergis2006\_yahoo.com@example.com

6:18-cv-00001-RFD-CBW Notice will not be electronically mailed to:

David F Bienvenu  
Simon Peragine et al (LAF)

Slide notes

Once you receive the Notice of Electronic Filing, the transaction has been committed and associated documents are filed.

Slide 46 - Slide 46

Table of Contents
Info Current Slide of Info Slide Count
i

## FILED VS EDITED

FILED

MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attachments: # [1](#) Memorandum / Brief Memorandum in Support, # [2](#) Proposed order Proposed Order, # [3](#) Exhibit Affidavit for Search Warrant, # [4](#) Exhibit Guidry's Narrative Report, # [5](#) Exhibit Manual Submission - Disc)

EDITED

MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attachments: # [1](#) Memorandum / Brief Memorandum in Support, # [2](#) Proposed order Proposed Order, # [3](#) Exhibit Affidavit for Search Warrant, # [4](#) Exhibit Guidry's Narrative Report, # [5](#) Exhibit (should be Notice of manual attachment) Manual Submission - Disc)

FINAL

MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attachments: # [1](#) Memorandum / Brief, # [2](#) Proposed order, # [3](#) Exhibit Affidavit for Search Warrant, # [4](#) Exhibit Guidry's Narrative Report, # [5](#) Notice of manual attachment Disc)

Click Continue.

> Continue



Slide notes

Here is an example of docket text of an entry made in the record. Looking at the original entry, it is evident that a category was chosen, and a free-text description was entered for each attachment - some of which were used correctly. The excessive or unnecessary text has been highlighted in red in the second window.

The last window shows what the edited docket text will look like when the category and free-text description boxes are utilized as designed by the system. CLICK Continue when ready.

## Slide 47 - Summary

Table of Contents

InfoCurrentSlide of  
InfoSlideCount

i

## Summary

- Main Document: contains introductory content  
Attachments: specialized document parts
- Parameters: separate document in .pdf format < 25MB
- A Category is the best option. Use Description free-text window to further describe an attachment.



Click Continue.



## Slide notes

In review, a main document can be a motion, a response, or a trial document just to name a few; attachments are the documents supporting the main document or documents required per Federal or Local Rules or Standing Orders; each part has the same preparation parameters whether it is the main document or an attachment; and use caution when identifying attachments. A description is not always required. CLICK Continue.

Slide 48 - Exit

Table of Contents Info Current Slide of  
Info Slide Count i



# Thank You

LAWD Help Desk  
1-866-323-1101

Feedback / Suggestions  
318-676-4273

Click Exit.



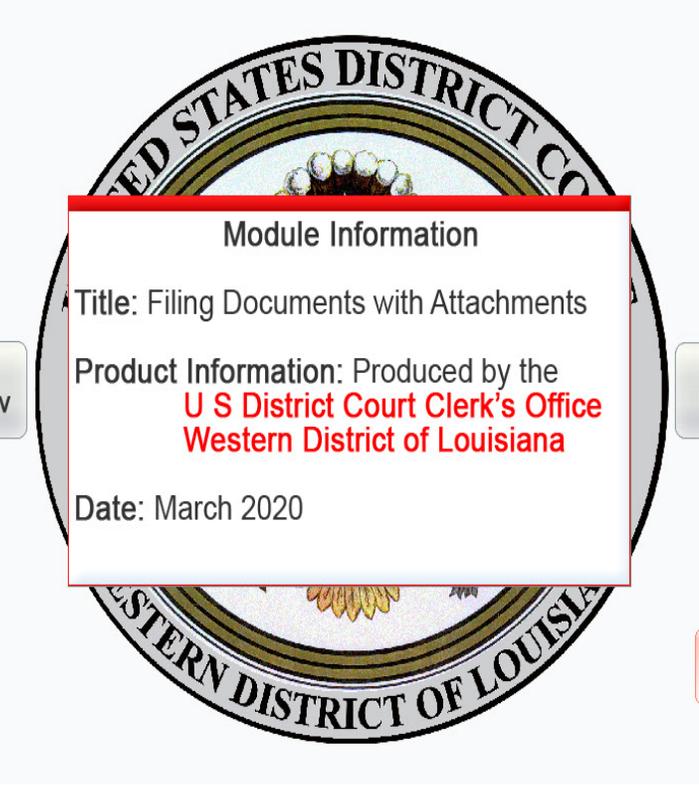


Slide notes

Thank you for utilizing our on-line training tools for the Western District of Louisiana. Should you need further assistance, please contact our CM/ECF Help Desk during regular business hours at 1-866-323-1101. If you have feedback or suggestions to improve the effectiveness of this training module, please contact our Operations Manager at 318-676-4273. CLICK Exit.

Slide 49 - Module Information

Table of Contents Info Current Slide of Info Slide Count



**Module Information**

Title: Filing Documents with Attachments

Product Information: Produced by the  
**U S District Court Clerk's Office**  
**Western District of Louisiana**

Date: March 2020

website:  
[www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)

CM/ECF Help  
Desk: 1-866-323-1101

Click Return.

> Return

Slide notes